

MSFC CO-OP CONVERSION QUALIFICATION WORKSHEET

Date Completed: _____

Initiated By: _____

Student Name: _____ Organization: _____ School: _____ Major: _____

Projected Graduation Date: _____ GPA: _____ /4.00 Program: _____ A.S. _____ B.S. _____ M.S. _____ Ph.D.

Projected Conversion Grade Level: GS _____ 4 _____ 5 _____ 7 _____ 9 _____ 11

Associate Degree Conversion Requirements

GS-4: Secretarial Science Trainees ONLY: Student:

- ☐ Will complete degree requirements within MSFC Co-Op Program guidelines.
- ☐ Meets qualification standards for position.
- ☐ Hours at employment were in the same occupational area and related major,
- ☐ Completed before graduation one or more work periods totaling 26 weeks (640 work hours) in a pay status, and
- ☐ Will be converted within 120 days following graduation in accordance with E.O. 12015.

GS- 5: Engineering Technology Trainees ONLY. Student:

- ☐ Served at the GS-4 level for 12 calendar months of which 60 days were in a work status. Date promoted to GS-4: _____
- ☐ Will complete degree requirements within MSFC Co-Op Program guidelines.
- ☐ Meets qualification standards for position.
- ☐ Hours of employment were in the same occupational area and related major.
- ☐ Completed before graduation one or more work periods totaling 26 weeks (640 work hours) in a pay status.
- ☐ Completed one work period within 18 months of graduation, and
- ☐ Will be converted within 120 days following graduation in accordance with E.O. 12015.

Graduate Degree Conversion Requirements

GS- 9: Master Degree Trainees

- ☐ Has completed 16 weeks in pay status.
- ☐ Will complete MS, or MBA degree requirements within MSFC Co-Op Program guidelines, meets qualification standards for position.
- ☐ Hours of employment were in the same occupational area and related major, and
- ☐ Will be converted within 120 days following graduation in accordance with E.O. 12015.

Baccalaureate Degree Conversion Requirement

GS- 5: Professional Administrative Trainees ONLY. Student:

- ☐ Will complete degree requirements within MSFC Co-Op Program guidelines.
- ☐ Meets qualification standards for position.
- ☐ Completed before graduation one or more work periods totaling 26 weeks (640 work hours) in a pay status.
- ☐ Completed before graduation one work period within 18 months of graduation.
- ☐ Hours of employment were in the same occupational area and related major, and
- ☐ Will be converted within 120 days following graduation in accordance with E.O. 12015.

GS- 7: Scientific/Engineering and Professional Administrative Trainees: Student:

- ☐ Served at the GS-5 level for 12 calendar months at which 60 days were in a work status. Date promoted to GS-5: _____
- ☐ Student meets one of the following conversion requirements:
 - ☐ Served in a work status a total of 52 weeks between appointment and graduation:
 - ☐ Both work periods were at least 60 days in length and one fell within 18 months of graduation, and
 - ☐ Both work periods were in the same agency and same field of work recommended for conversion.
 - ☐ Completed at least 26 weeks in a work status as required for GS-5 conversion and meets the Office at Personnel Management's Superior Academic Achievement Provision (X- 118. Part 11. p. 1 5ff).
- ☐ Will complete degree requirements within MSFC Co-Op Program guidelines.
- ☐ Meets qualification standards for position.
- ☐ Hours of employment were in the same occupational area and related major, and
- ☐ Will be converted within 120 days following graduation in accordance with E.O. 12015.

Graduate Degree Conversion Requirements

GS- 11: Ph.D. Trainees:

- ☐ Has completed 16 weeks in pay status.
- ☐ Will complete Ph.D. degree requirements within MSFC Co-Op Program guidelines.
- ☐ Meets qualification standards for position.
- ☐ Hours of employment were in the same occupational area and related major, and
- ☐ Will be converted within 120 days following graduation in accordance with E.O. 12015.

Total Experience: _____

Work Schedule Computations

1. _____ _____ _____ Weeks ()	2. _____ _____ _____ Weeks ()	3. _____ _____ _____ Weeks ()	4. _____ _____ _____ Weeks ()
5. _____ _____ _____ Weeks ()	6. _____ _____ _____ Weeks ()	7. _____ _____ _____ Weeks ()	8. _____ _____ _____ Weeks ()